Sharing and Protecting a Document

# Co-Authoring a Document

You and your team are all spread out across the United States, but need to work simultaneously on a project. Where are some places you could save the document?

Would the document be edited in near real-time?

How would this be beneficial to the team?

How do you know when the co-author has legged on the make changes?

How does Word 2010 avoid conflicts during group editing sessions?

Describe what happens when you work offline.

# Viewing Documents on the Web

## To save a document on Windows Live, perform the following steps:

* To sign in to Windows live, in the document, on the **File** tab, click **Save & Send**, and then click **Save to Web**.
* In the right pane, click the **Sign In** button.
* In the **Connecting to docs.live.net** dialog box, in the **E-mail address** box, type the Windows Live e-mail address; in the **Password** box, type the password, and then click **OK**.
* *Note If you don’t have a Windows Live ID, you can create a new one by clicking the* ***Sign Up for Windows Live*** *link.*
* In the **Personal Folders** section, select a folder, and then click **Save As**.
* In the **Save As** dialog box, in the **Name** box, type a name, and click **Save**.
* Note:The document is now saved on Windows Live SkyDrive.
* To view the saved document, open Internet Explorer.
* In the address bar, type **www.live.com** and press ENTER.
* On the **Welcome to Windows Live** page, click **Sign in**.
* In the **Windows Live ID** box, type your user name; in the **Password** box, type your password, and then click **Sign in**.
* On the **Windows Live** page, click **More**, and then click **SkyDrive**.
* On the SkyDrive – Windows Live - Windows Internet Explorer page, under **Recent folders**, click **My Documents**.
* To open the document, on the **Review and accept the Agreements** page, click **I accept**; on the **My Documents** page, double-click the document.

Go through the steps and put this document in your Widows Live “My documents” This would be a great place to back up your work from school.

# Protecting your Document

In the demonstration you saw and heard when and how to use protection settings

List the protection settings/ options available in Word 2010. Give an example of when